

### Invoices

Invoices may be submitted to the WDA once employees have completed classroom training, whether or not all training in the company's approved Skilled Trades Training Fund (STTF) training plan has concluded. The WDA will review and reconcile the training plan and trainee's names to ensure they match the approved plan.

### Required Documentation for Invoices

#### Classroom Training

- A completed Skilled Trades Training Fund Payment Request Form, hereafter referred as the payment request form. See Sample STTF Payment Form at <http://michigan.gov/wda/0,5303,7-304-64170-314876--,00.html>
- Copy(s) of the training provider invoice(s). MWAs may submit multiple invoices for a company's STTF on one payment request form
- Classroom sign-in sheets
- Sign-in sheets for customized training completed in-house
- For online training only, a certificate of completion issued by the on-line training company will provide proof of attendance
- For credit courses, grades at semester end will provide proof of attendance

#### On-the-Job (OJT) Training

- A completed payment request form. See Sample STTF Payment Form at <http://michigan.gov/wda/0,5303,7-304-64170-314876--,00.html>
- A completed Skilled Trades Training Fund Verification Form and Six Month Follow-Up Form
- A company payroll register or query from payroll system dated at the six-month retention time period that includes wage data, hire date and term date (if applicable) for each STTF funded individual as proof that the employee is still there at 60, 90 or 180 days. Information for employees not participating in the STTF should be edited or blacked out from the register
  - A query exported to excel or another program is not acceptable. Must have identifying information from the payroll system on the report.
- OJT payments for employee wages will be made to the business on a reimbursement basis, consistent with approved documentation of the eligible costs. STTF OJT's will be paid with a single payment method following the six-month from the completion of training. Payment amounts will be according to the following schedule:
  - 50 percent reimbursement earned once the participant has retained employment for 60 days, following training completion
  - 75 percent reimbursement earned once the participant has retained employment for 90 days, following training completion
  - 100 percent reimbursement earned once the participant has retained employment for 180 days, following training completion

Please ensure that all documents are included and submit by e-mail to [skilled@michigan.gov](mailto:skilled@michigan.gov). Once WDA has reviewed and approved the payment, it is sent to finance for payment via MAIN (this will be an Electronic Funds Transfer [EFT] to the MWA's account).

The STTF Invoice and Verification and Follow-up Form should be submitted in excel format.

### **Verification and Follow-up Form**

The Skilled Trades Training Fund Verification Form and Six Month Follow-Up Form, hereafter referred as the verification form, is a tool to report outcomes/metrics to the WDA, and to receive reimburse for OJT funding. Verification forms are to be used as individuals finish training, not to track classes that have finished. Therefore, names will not be duplicated on the verification form. Employers should fill out only one verification form once all training has been completed, then update the form at 6 months. OJTs however, will only need a verification form completed once, 6 months after training has been completed.

The verification form must be completed and submitted to the WDA in the following schedule:

- When the trainees have concluded all of the classroom training, company should complete the “Employee name” “Date of Verification” “Wage at Start of Training” “Wage at Completion” “Credential Earned” and “Comments” if applicable i.e. names changes for trainees and submit to the WDA. See Sample STTF Verification and Follow-up form at <http://michigan.gov/wda/0,5303,7-304-64170-314876--,00.html>
- At six months post-training the company should update the form completing “Wage at Six Months” field and “Comments” if applicable i.e. no longer with company, etc. and submit to the WDA. Also, required is the documentation for proof of retention the company payroll register or query from payroll system dated at the six-month retention time period that includes wage data, hire date and term date (if applicable) for each STTF funded individual as proof that the employee is still there 180 days. Information for employees not participating in the STTF should be edited or blacked out from the register
  - A query exported to excel or another program is not acceptable. Must have identifying information from the payroll system on the report.
- The OJT verification form is submitted only once, at six months post-training (see Required Documentation for Invoices above)

When saving the verification form document please be sure to include your MWA name, the company name, and the STTF project tracking name in the title.

Examples of names:

- SEMCA ABC Co STTF 14-23
- STTF 14-52 Central Area XYZ Co
- STTF 14-102 PGR Industries

Verification forms must be submitted to [skilled@michigan.gov](mailto:skilled@michigan.gov) directly from the MWA, not the employer or training provider.

### **Reporting of Program Outcomes**

On a quarterly basis, MWAs are required to submit project highlights exemplifying promising and best practices, and success stories for both businesses and participants. Best practices, project highlights and success stories should include, at a minimum a project summary, business and participant quotes, pictures, and outcomes. Appropriate business and participant releases must be collected and maintained. Best practices, project highlights, and success stories will be published in multiple media and print formats.

Quarterly project highlights and success stories are due the 20th day following the end of the quarter:

- April 20, 2014
- July 20, 2014
- October 20, 2014
- January 20, 2015

In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the due date. Quarterly reports are to be submitted to [skilled@michigan.gov](mailto:skilled@michigan.gov).

### **Modifications of Approved Training Plans**

Should the cost of the class be revised from the proposed amount, the training provider changes, the company seeks to designate a different class for one identified in the training plan, or there are other changes to the approved training plan, MWAs will need to request approval of a modified training plan by emailing the request to [skilled@michigan.gov](mailto:skilled@michigan.gov).

### **No Shows/Trainee Swaps**

Training providers will not to be penalized when billing includes participants who did not attend training; the verification form needs to state why the employee did not attend in the “comments” field. However, it is very important to keep employers engaged in sending the number of employees stated in the training plan as this may negatively affect future awards.

- If the training plan states the company will send six people to training and as the training approaches the original six named in the plan cannot attend, the company can substitute to keep the class at six
- If the company cannot send six due to production and other issues the class should be re-scheduled
- If six are scheduled to attend, and only four complete a series of classes WDA will pay for the entire six
- If the company reduced the numbers after the plan has been submitted the contract should be altered to show the reduced class size from six to four, for example. The training plan is not a contract; plans have been adjusted up and down with funds being returned to the WDA
- It is appropriate for the MWA to hold companies accountable if they are seeing poor performance they may contact the WDA to seek rescission of funds. MWAs should stipulate in contracts if the company does not have majority of trainees in attendance the company will have to cover the costs of those not in attendance.

The WDA does not intend to support training and classes with the STTF that do not provide outcomes. Modifications to training plans are expected and allowable, within reason.

### **Reporting the Names of New Hires**

Within 10 days of the start of training, MWAs are to submit the verification form listing the new hire's name, date, and wage at start of training. However, if a company is doing considerable amount of hiring and the MWA is confident that they will meet all STTF goals and requirements, and they will provide the names to the MWA on a timely basis, the MWA can provide the names to the WDA on a monthly basis.

### **Miscellaneous**

#### **Pending Applications**

Currently pending applications will be considered for awards in fiscal year 2014 if any of this year's awards are rescinded. Pending 2014 applications will not be considered for funding for fiscal year 2015; companies will need to reapply. It is highly likely that the application, process, and qualifications will be different.

#### **Evaluation and Analysis**

Periodic evaluations of funding levels will be conducted to ensure that planned activities support the level of funding expenditure. Demonstrated funding surpluses will be recaptured.

#### **Training Start Date and End Date**

Training start date is defined as the first day employees attend training and the completion date as the last date they attend any training. Thus, each employee has one start date and one completion date, even if they attend multiple classes with different beginning and end dates.